

**St. Thomas Aquinas College Fall 2020 Reopening Plan**  
**St. Thomas Aquinas College (STAC)**  
**125 Route 340**  
**Sparkill, NY 10976**

*Note: This is a working plan and is based on public health practices at the time of publication. We are cognizant that science, public health guidelines, and local, state, federal requirements may shift due to the nature of the global COVID-19 Pandemic. As knowledge and understanding of the coronavirus (COVID-19) continues to evolve, St. Thomas Aquinas College's Policies and Plans will be updated as appropriate.*

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**Reopening Plan Guiding Principles**

The St. Thomas Aquinas College plan for responding to the COVID-19 Pandemic is guided by our Mission and responsibility to our students, employees and the community. President Daly created the COVID-19 Task Force to address the challenges we are facing for a safe return to campus. Composed of key members of the STAC Community, under the overall leadership of Dr. Kirk Manning, Vice President of Student Development, the COVID Task Force is a full-time effort with a high-priority focus on the safety and health of everyone on our STAC campus. The caring culture of the College will help us reach and maintain our goal of a “compliance-plus” campus. The purpose of the Task Force is to work collaboratively, make concise decisions in a timely manner, and develop a cohesive preparedness plan. As the impacts of COVID-19 continuously shift in real-time, the Task Force has created a high-mitigation strategic plan, flexible enough to allow for constant adaptation as conditions change.

All members of the St. Thomas Aquinas College Community are expected to fully comply with the Center for Disease Control (CDC), New York State (NYS), Rockland

County Health Department (DOH), as well as College policies, protocols, procedures, and guidelines which are outlined here. Failure to comply may result in disciplinary action, including but not limited to termination, dismissal and/or loss of privileges, including access to campus buildings and resources. Every member of the St. Thomas Aquinas College Community is expected to share the responsibilities of halting the spread of COVID-19.

These are the guiding principles on which this plan is based:

- We prioritize the health and safety of our students, employees, and visitors.
- We comply with federal, state, and local authority operational and health mandates.
- We will adhere to our principles of social justice to prevent discrimination against any group as we plan for reopening, monitoring, and containment.
- We act responsibly as stewards of the College's property, assets and resources.
- We base our decisions on scientific and medical evidence and facts.
- We abide by the Mission and Values of St. Thomas Aquinas College in all our decision making.

The New York State Department of Health *Interim Guidance for Higher Education During the COVID-19 Public Health Emergency*, dated June 28, 2020, was the guiding document in our development of this Plan. The following areas are included in the plan to ensure a safe reopening:

## **REOPENING**

- Capacity
- Personal Protective Equipment
- Residential Living
- Restart Operations
- Extracurriculars
- Academics
- Vulnerable Populations
- Operational Activities

## **MONITORING**

- Hygiene/Cleaning/Disinfection
- COVID-19 Testing
- Early Warning Signs
- Tracing

- Screening

## **CONTAINMENT**

- Isolation
- Quarantine

## **SHUT DOWN**

- Operational Activity
- Communication
- Residential Living

# **REOPENING**

**St. Thomas Aquinas College has developed detailed plans to safely reopen our campus.**

## **Communication**

Communication is an integral part of the St. Thomas Aquinas College safe reopening plan. The foundation of our COVID-19 communication process started during the initial phases of the COVID-19 Pandemic in March of 2020.

All communications are overseen by the Office of Campus Communications. Pertinent messaging will be distributed through multiple platforms as necessary and in appropriate stages so all have access to important information in an expeditious and formal manner. Messaging will be cleared by the COVID Task Force team and/or Office of Campus Communications, with input from other areas as needed.

- *Website*: Specific COVID-19 related information can be found on our [Coronavirus Update](#) and [Spartan Startup](#) web pages. Information on these web pages is based on public health practices at the time of publication. As knowledge and understanding of the coronavirus (COVID-19) continues to evolve, information will be updated as appropriate.
- *Social Media*: St. Thomas Aquinas College uses the following social media platforms on a regular basis: Facebook, Twitter, LinkedIn, Instagram, and YouTube. Facebook, Twitter, LinkedIn, and Instagram will be our main platforms for reaching the STAC community through social media. As specific

communications are decided and approved, the College's social media platforms will be updated to reflect the appropriate response.

- *Email Correspondence*: Targeted emails will be cleared by the Office of Campus Communications and/or COVID Task Force members. Communications will be sent from the following areas and individuals upon approval: Office of the President, Office of the Provost, and any other applicable departments and directors on campus. Correspondence pertaining to start up plans and information that requires immediate attention will be shared and distributed to our entire campus community. Important guidance from NYS and Rockland County DOH in the event of any COVID-19 related situations.
- *Emergency Notification*: St. Thomas Aquinas College uses e2 Campus as its emergency notification platform. The system has the ability to send phone, text, and email messages. This system is primarily used for life threatening or time sensitive emergencies.

## **Operational Activities**

### **Campus Safety**

Campus Safety will continue to operate 24 hours/7 days a week. Staffing will be adjusted based on the needs of the community during daily operations as well as during a phased reduction of activity or a complete shut-down. The STAC Emergency Preparedness Framework is the guiding document during emergency situations.

- *Campus Safety and Security Contact Information*
  - Campus Safety Main Number / Emergencies/Daily Operations
    - 845-398-4080
  - Hearing Impaired Text/SMS:
    - 845-367-1432
  - Webpage
    - [www.stac.edu/student-life/campus-safety-security](http://www.stac.edu/student-life/campus-safety-security)

### **Capacity**

St. Thomas Aquinas College began to reduce capacity on campus during the initial phases of the COVID-19 Pandemic; only essential personnel from campus safety and facilities were allowed on campus. All other activities, including academics, were transferred to remote operations.

Over the summer the St. Thomas Aquinas College community returned to campus with a 50% work from home staffing plan in place. As we move into the Fall semester, the College will continually determine its staffing levels based on state, county and internal metrics.

All classroom occupancy capacities have been adjusted to meet appropriate social distancing requirements.

The Office of Residence Life has adjusted the resident student move in schedule. Additionally individual residence room occupancy capacity has been appropriately reduced to meet de-densifying requirements.

### **Personal Protective Equipment (PPE)**

St. Thomas Aquinas College maintains an inventory of personal protective equipment appropriate to the variety of research, teaching and work that takes place on campus. STAC will issue the appropriate PPE to students and employees as needed, which will include gloves, face shields, face masks, and gowns. The College will supply each student and employee with three reusable face masks. In addition, we will supply students with a thermometer for use in the daily remote screening process. Disposable face coverings will be available should employees or students forget or misplace their cloth face covering.

Face masks are required on campus in accordance with New York State Guidance and Regulations. Students will follow the guideline, *“Mask, Social Distancing or Being Outdoors”* and must meet two out of three criteria at all times.

Cloth face coverings or disposable masks shall not be considered acceptable for workplace activities that require a higher degree of protection. For example, if N-95 respirators are traditionally required for specific activities, a cloth or homemade mask will not be allowed. Responsible parties must adhere to OSHA guidelines for such safety equipment.

Departments will monitor their use of PPE and request additional supplies 3 days before running out by contacting the Facilities Department through an online ordering form. Replacement supplies will be delivered directly to the department.

Students and employees should follow CDC instructions about How to Wash Cloth Face Coverings. The College will provide education and guidance through the use of social media, email, signage, and public service type announcements.

The College will provide disinfecting wipes and/or sprays throughout the campus. Students can request replacement supplies by contacting their Residence Life Staff member. Employees can request replacement supplies through Campus Facilities work order form.

Students and employees will limit the sharing of objects, such as laptops, notebooks, touchscreens, and writing utensils, as well as the touching of shared surfaces, such as conference tables. Any remaining objects that must be shared must be wiped down with disinfecting wipes before and after use, and employees must perform hand hygiene before and after contact. Campus spaces will have posted instructions on these disinfection and hand washing procedures.

The campus is not open to visitors except by appointment (e.g. admissions) or for official reasons (e.g. campus deliveries). Authorized visitors must wear face coverings at all times on campus. Visitors will sign in at Campus Safety and/or Facilities and will receive further reminders that face coverings must be worn.

### **Academic Operations**

St. Thomas Aquinas College has planned a staged approach for bringing back all or nearly all of our student body for in-person learning and a residential experience during the Fall 2020 Semester. These stages allow us to limit campus density and create planned “pivot points” which will allow us to adapt and respond to any changes in circumstances related to COVID-19. The stages are described below.

#### Pre-Semester

In August faculty will begin to contact all their students to familiarize themselves with the mode in which their classes will be taught.

#### Fall Semester

Nearly all of our freshman courses will be held on campus in person and most other classes will be held online for the first stage, and then in successive stages in a hybrid form (one day in person and the remainder of the work done online) or completely online. The College will resume its usual grading policy in the Fall.

#### Sept 8: Stage One

- All classes start -- whether in-person or online.
- All new, incoming freshmen begin attending their in-person classes.

- All students -- not just freshmen -- who are enrolled in in-person laboratory and art studio courses should begin attending classes as scheduled. Faculty for these classes will contact students with specific details and expectations.
- All other returning and new transfer students will begin attending classes in online/remote modes only.
- This means that for the first two weeks, some classes with a mixture of class years (sophomores, juniors, seniors) may have freshmen attending in person and all others attending remotely until Stage Two.
- If you are taking an in-person class, your instructor will take attendance, and students will be required to sit in the same seats every day for the purposes of contact tracing (if needed).
- If you are in a remote class, your instructor will take attendance regularly as well.
- All our classrooms will be outfitted with cameras for remote student attendance. Instructors will explain how they will be using this for the fall.
- Graduate students begin attending in-person classes.

#### Sept 21: Stage Two

- All freshmen, students enrolled in in-person labs or studios, and graduate students continue attending in-person classes.
- All remaining students enrolled in in-person or hybrid classes begin attending their in-person class meetings, according to the procedures outlined by faculty. Your instructors will communicate these details to you.

#### October 13 - November 24: Stage Three

- Contingent on health and safety concerns at this time, we will attempt to increase the number of hybrid or in-person course sections.

#### November 30 - December 18: Stage Four

- A determination will be made as to whether post-Thanksgiving classes will continue to be in person, hybrid, or completely online based upon the COVID-19 impacts at that time.

#### Required Syllabus Statement - Classroom Health and Safety Protocols

The health and safety of students, faculty, and staff on our campus is our top priority. In response to the current COVID-19 pandemic, the STAC community will be working together to support compliance with recommended health and safety standards to optimize the learning experience while minimizing health risks.

- Complete daily screening as requested. Do not come to campus or leave your residence hall if you have tested positive for COVID-19, have come in contact with someone who has tested positive for COVID-19, have been told to quarantine as a result of contact tracing, your Health Pass is red on your STAC Engage App, or you feel ill.
- Wear face masks. All members of the STAC community are required to wear face masks while in public spaces, including classrooms, hallways, the library, and any other shared spaces. Your mask should cover your mouth and nose, and should not be removed while in class for any reason.
- Maintain physical distancing. All students, faculty, and staff should physically distance, maintaining at least six feet of separation between each other. Please sit in only designated areas in class and do not move chairs or desks in classrooms or common spaces.
- Do not eat or drink in the classroom. Individuals should avoid eating and drinking in classroom spaces.
- Disinfect your classroom space. Students and faculty are responsible for disinfecting areas within their workspaces by cleaning these at the beginning and end of each class. This includes desk tops, seats, and equipment used during class. Disinfectant supplies will be provided.
- Practice good hand hygiene. Individuals should wash their hands with soap and water for at least 20 seconds as often as possible or use personal hand sanitizers. Hand sanitizer stations are available throughout the campus.
- Respect each other. Show concern for each other's health and safety, and remember that this is a stressful time for everyone.
- Failure to comply with these health and safety protocols will be handled according to the College's Disruptive Student Policy.

### **Remote Learning Option**

The health and safety of the St. Thomas Aquinas College community is our highest priority. Students who are in a higher risk category for severe illness from COVID-19, those who have specific personal concerns, or feel more comfortable attending remotely should be aware that all of our classrooms are outfitted for virtual video instruction, so students will be able to take any of their classes remotely.

Students who are not able to return to campus for in-person instruction will be asked to declare their remote status by August 21st.

Students who choose a remote learning environment must understand that it's their responsibility to have the necessary technology needed to participate (computer, laptop, or mobile device with a webcam). Students are expected to attend class at the scheduled times and as instructed by their professor, regardless of their remote or in-person status.

As during normal times, students must communicate with their professor if they will not be attending class prior to the class meeting time. If they cannot communicate their absence prior to class time, they should notify their professor as soon as possible.

Students who choose a remote learning environment will be responsible for meeting all course requirements as outlined in each course syllabus. These requirements include, but are not limited to, attendance with video and audio enabled, class participation, completing assignments in a timely manner, etc. Students who choose a remote learning environment are encouraged to engage in co-curricular activities, remotely.

### **Classrooms and Offices**

Classroom furniture will be placed to maintain adequate social distancing. Plexi-glass barriers will be installed where appropriate.

To increase filtration efficiency and improve air quality all MERV-8 filters currently utilized in campus HVAC systems will be replaced with MERV-13 wherever possible.

In the event of a positive COVID-19 case, all spaces (offices, classrooms, bathrooms, common areas, heavy transit areas, and high touch surfaces) that the individual visited will be cleaned and disinfected, as per CDC guidelines on "Cleaning and Disinfecting Your Facility."

### **Remote Meetings**

All meetings of the faculty senate and its committees; advising meetings with students; mentoring sessions in Pathways; tutoring sessions will be held remotely. All academic activities, such as lectures or cultural events, have been cancelled or converted to a remote setting for the Fall.

### **Library**

The Loughheed Library will be open, but one-on-one research sessions will be held with masks and plexiglass or remotely. Books circulation will continue, with 72 hour holds between borrowers. Students will not be able to browse the stacks; books must be requested from the staff.

## **Travel Policy**

Off campus travel for any college related or sponsored activity is prohibited at this time. Exceptions to the is policy must be reviewed and approved by the requestor's respective cabinet member.

## **Information Technology**

The Office of Information Technology will continue to provide technical support to students, staff, and faculty, both on campus and remotely. On-Campus computing will be provided and have a limited number of workstations for student usage, rearranging computers in all computer labs following social distancing parameters. Computers will be made available in the Library and Digital Media Labs.

Technology is being added to classrooms to allow for video conferencing and synchronous teaching and learning. This is critical to ensure that social distancing protocols during face-to-face courses are adhered to while also allowing students to simultaneously participate in courses remotely.

## **Residence Life Operations**

The Office of Residence Life will open the McNelis Commons and Fitzpatrick Village residence life complexes for the 2020-2021 academic year on August 24 with the understanding that the health and safety of everyone in our community is the #1 priority. Here are the 5 pillars of our residence life health and safety foundation:

- Physical Distancing
- Committing to "Six Feet Apart"
- Protective Equipment
- "Face Mask On"
- Hygiene, Cleaning, Disinfection

The following are the resident student guidelines:

### **Hygiene, Cleaning, Disinfection**

- Handwashing with soap
- Alcohol-based Hand Sanitizer containing 60% or more alcohol
- Disposable paper towels or disinfecting wipes
- Disinfecting high touch areas

- Keeping your room, bathroom and hallway clean
- Limit storage of personal items in bathrooms

#### Communication

- Affirm and confirm your commitment to do your part
- Stay connected with the information that is shared
- Speak to and help each other to make this work for all of us
- Respond when necessary to complete any task that needs to help make our community stay healthy and safe

#### Screening, Testing, Quarantine & Isolation

- Commit to be tested for COVID-19 before you arrive on campus and share the results
- Complete the health screening protocols when necessary
- Cooperate with the isolation or quarantine requirements if necessary

#### *Family Residence Approach*

We have adopted the “Family Residence” approach to room occupancy. This approach identifies all students who live in one shared unit (Two bedrooms sharing a bathroom with a private entrance) or one shared room (Bedroom with a private bathroom) as a “Family Residence,” meaning that within their shared space they do not need to follow the face coverings and physical distancing guidelines (no face covering, no need to maintain six feet of distance). It is understood that resident students in these arrangements share exposure and are therefore responsible to one another to protect the integrity of their shared space by ensuring that physical distancing and other protective measures are followed whenever they are outside their Family Residence.

This also means that if one resident student is required to quarantine, all residents of the Family Residence will be quarantined together within their shared space.

#### *Dorm Occupancy*

We have taken measures to reduce density in the residence halls. The purpose of this is not only to reduce the number of students sharing a room, but also to reduce the number of students sharing common areas, bathrooms, entryways, etc. We will have no more than five resident students sharing a Family Residence suite.

#### *Official Move-In Process*

We have established a three-day move-in process from Saturday, September 5 through 7, 2020 for all returning and new resident students.

- Each resident student will have an individual check-in appointment time.
- There will be a two hour time limit for moving in.
- No more than two helpers for each resident.
- No resident students sharing a Family Residence will be allowed to move in at the same time unless they are siblings residing together on campus.
- Students whose in-person classes begin later in the semester may move in using a similar process, coordinated by the Office of Residence Life, at later dates.
- International Resident Students and those who reside in New York State Designated High Risk States will be allowed to move on campus for quarantine purposes starting August 24, 2020.

### *Cleaning Services*

With the intent to limit entry for the health and safety of all members of our community entering a “Family Residence”, the following guidelines will be implemented:

- All resident students within their Family Residence will be responsible for the day to day cleaning of the bedrooms, bathroom, and hallway.
- The College will provide cleaning in areas outside of the Family Residence for all high touch surfaces, including common area hallways where applicable.
- The College will provide each Family Residence with cleaning supplies such as disinfectants.

### *Residence Life Visitor Policy*

Similar to the College’s overall restricted visitor policy, there will be no visitors in the residence life community, which means:

- Only assigned residents of the Family Residence can be in this space at any time of the day.
- If a resident student is having a person pick them up on campus, then they must follow our “College Visitor Policy” through the Office of Campus Safety & Security.

### **Dining Services**

The St. Thomas Aquinas College Dining Services’ team is committed to the safety and well-being of students, faculty, staff and employees as we return to campus for the fall semester. The Dining Services re-opening plan implements additional safety processes and protocols that follow federal, state, local, Aramark, and College guidelines in addition to accepted “Best Practices” to reduce the risk of transmission of COVID-19.

- Dining location capacities reduced to under 50% of allowed public occupancy.

- All tables within our dining areas will be situated allowing for 6-foot distancing in all directions.
- All Dining team members will be using face coverings and gloves.
- All guests in our dining locations will be required to wear face coverings unless they are seated for dining.
- Strategically located floor decals will be utilized throughout our dining locations, allowing for 6-foot distancing.
- Designated entrances and exits will be clearly marked to eliminate the possibility of corridor congestion, specifically highlighting single direction foot traffic.
- All dining locations have been modified to eliminate self-serve options. All offerings will be served directly to our guests.
- All condiments will be issued at the point of service.
- Enhanced sanitizing of high-touch areas throughout our dining locations will be executed every 30 minutes.
- All menus are available for view online and/or via digital signage.
- Seating areas throughout our dining locations will be cleaned and sanitized prior to guests arrival as well as guests departure.
- Hand sanitizer stations will be strategically located throughout our dining locations.
- Socially distancing standards are also in place regarding all dining team member stations and points of service.
- All point of sale transaction movement has been minimized where possible.
- All dining team members and management will be undergoing daily health screenings with the addition of temperature taking via non-contact infrared thermometer.
- All appropriate signage will be in place to remind students of all federal, state and locally mandated guidelines.

### **Health and Wellness Services**

The Office of Health and Wellness will ensure that the campus community is knowledgeable about COVID-19 symptoms, transmission, relevant protocols and updated CDC guidance via social media, email, and campus signage.

There will be no walk-in visits to the Office of Health and Wellness. Students should contact the office at 845-398-4242 to communicate their needs. They will be triaged and receive instructions after speaking with staff. Whenever possible, telemedicine visits will be offered to students. St. Thomas Aquinas College has contracted with TimelyMD to

provide Medical Telehealth Consultations and on demand Talk Now Mental Health Telehealth Consultations, 24 hours per day, 365 days per year.

The office will use signage outside of the office to provide direction on how to enter, where to wait, and the need for physical distancing and face coverings. Hand sanitizer will be available at the entrance to and inside the office. PPE will be available for staff and students as needed.

### **Campus Life and Student Engagement**

The Office of Student Development is dedicated to providing many opportunities for our students to remain engaged with St. Thomas Aquinas College and to benefit from a fully formed co-curricular experience. The Office of Student Engagement, located on the first floor of the Romano Student Alumni Center, will be physically staffed from 9:00am-5:00pm, Monday-Friday. Given the physical layout of the Student Affairs Office, and in adhering to best social distancing practice and guidelines, there will be one Student Affairs employee in the office at a time. When not physically staffing the office, all other Student Affairs employees will continue to work remotely during normal operating hours.

Student appointments and meetings will continue to occur remotely. Students or members of the St. Thomas Aquinas College community who are on campus and in need of immediate assistance must follow the instructions posted on the office door before entering.

The Office is planning a flexible schedule of events and programs to be able to respond to the ever-changing landscape of our new COVID-19 reality. We have designed multiple activity approaches to our upcoming year to continue to promote safe student engagement, regardless of the challenges of the pandemic.

The Office of Student Engagement plans to provide creative and engaging virtual experiences that mirror the tone and frequency of traditional on-campus programs typically offered. To minimize the number of students on St. Thomas Aquinas College's campus, the Office has developed a balanced program schedule, including both online and a limited number of on-campus, in-person programming opportunities will be offered, when feasible. Selected on-campus events will be live-streamed in order to provide additional involvement opportunities for students to access remotely. Virtual programming opportunities will be consistently offered to students on a weekly basis.

Student outreach regarding programming opportunities will continue to occur through email notifications, social media, the website, and the STAC Engage App.

Separation of six feet will be maintained for both indoor and outdoor event spaces. Directional markers will be visible to direct the flow of traffic. In locations with fixed seating, including Sullivan Theater, available seats will be marked prior to ensure for adequate social distancing. Any necessary forms or event participation waivers will be signed and submitted prior to participation at the event to reduce the time spent for check-in and limit the interactions with staff. Administrators covering the event will ensure that all attendees including staff have utilized the self-check temperature kiosk prior to admission and participation in the event. All attendees will have had to complete and submit the daily health questionnaire online. Entry will not be permitted for anyone with a fever or showing symptoms of illness. Attendees denied entry will be encouraged to participate in the event virtually. The event space will be thoroughly sanitized both before and after use in compliance with CDC guidelines.

Prior event registration will be required for participation in any on-campus events to ensure appropriate attendance numbers. RSVP links will be created in STAC Engage or Eventbrite. Waitlists for these events will also be generated once capacity has been reached.

Since there is a no travel policy, approval from the VP of Student Development is required for any student or student organization request for off-campus gatherings including community service or volunteer opportunities, conferences, or external events. Approval decisions will be based on policies implemented by St. Thomas Aquinas College in accordance with the CDC and State and Local governing bodies. All travel will be limited to a case-by-case basis depending on current Guidelines.

Where possible, we will provide in-person experiences that include appropriate health safeguards. Our commitment is to maintaining the sense of campus community, so we want to emphasize that while we may need to be physically distant, we work to promote appropriate social connections and the development of relationships across campus. Each area of student development has developed safe plans to return to campus, operate during the academic semester, and if needed complete an orderly reduction of services or a complete shutdown of services.

## **Athletics**

The Department of Athletics is preparing for return to athletic operations for the 2020-2021 academic year. All protocols and procedures will be in accordance with forthcoming guidance from NYS on collegiate athletics and fitness centers.

All athletic competitions have been canceled for the fall semester by the East Coast Conference, Northeast-10 Conference, and Collegiate Sprint Football Leagues; however, a plan will be put in place to allow practices/workouts in accordance with NYS, NCAA, and affiliated conference recommendations.

Upon returning to campus, continual disinfection of high touch areas and any areas used for the conduct of athletic activities will occur throughout the day and evening. Hand sanitizer stations will be placed inside and outside of the fitness center, gymnasium, athletic training rooms, and coaches and administration offices. Return to campus for athletes will coincide with the dates set forth by Residence Life for the resident student population. The Fitness Center and gymnasium will remain closed until NYS guidelines allow for reopening. Recommended guidance will be taken into account when issuing protocols for future use.

All practices will be conducted under strict physical distancing guidelines based on the current phase of resocialization, which will be dictated by St. Thomas Aquinas College, and local and state governments. Practices will begin soon after all gating criteria has been met and safety protocols have been implemented to ensure the health and well being of the student-athletes, staff and college community.

The Athletic Department Spectator Policy will be updated prior to return to competition which is currently scheduled after January 1, 2021.

Covid-19 Testing for athletes will be conducted in accordance with the general college plan for testing. However, this policy will be revised in accordance with NYS guidance for athletics upon the return to competition. Student-athletes/staff who present to Athletics Facilities with any symptoms of COVID-19 will immediately be referred to Student Health Services (if on campus). Student-athletes will follow the same protocol as the STAC community regarding symptoms and positive COVID-19 test results

### **Career Development**

The office is committed to providing students and alumni with personalized comprehensive assistance starting from first year and continuing for a lifetime. The COVID-19 pandemic has affected the economic and job market in a multitude of ways. The Career Development Office is committed to providing students and alumni with the assistance needed to succeed during this unprecedented time. To assist students with

achieving their educational and career goals, the center is committed to offering a wide variety of networking opportunities, resume building workshops, and various other internship/career services. The office will operate remotely or by an appointment-only policy. Further:

- Students and alumni seeking to make an appointment can contact the office via email ([careers@stac.edu](mailto:careers@stac.edu)) or via phone at 845-398-4065.
- The majority of appointments will be conducted remotely between the business hours of 9am-5pm, Monday-Thursday, or 9am-4pm on Fridays.
- One or all employees of the Career Development Office will be physically present on campus Monday-Friday from 9am-5pm, unless government regulations prevent this. Due to social distancing guidelines and spacing issues, the majority of appointments will take place online, via Google Meets.
- Walk-in appointments will not be accepted.
- Any face-to-face appointments will be made for 45 minutes each with 15 minutes in between each appointment to allow for no contact to be made between students.
- Alumni who have face-to-face appointments scheduled must adhere to the college guidelines in place at the time, including checking in at Campus Safety at the time of appointment and following proper protocol.
- All touched surfaces will be cleaned after each appointment with proper disinfecting solutions.
- Career Development staff and students will be required to wear a face mask for the entirety of the appointment.
- Weekly workshops will be offered to students via Google Meets. These workshops will assist students with networking, resume building, LinkedIn creation, interview skills preparation, etc.
- Employer networking events will be held throughout the semester via Zoom, Google Meets, or other virtual platforms.

**Vulnerable populations**

The Office of Accessibility oversees disability services for students and employees. It is the College’s goal to ensure that all people who come to St. Thomas Aquinas College’s campus have the architectural, programmatic and website access necessary to enjoy full benefits of campus life. The Office of Accessibility has created the following rubric to identify the services provided to our most vulnerable populations.

Responsibility	Under “normal”	Plan for Fall 2020	Plan for Fall 2020
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	<b>circumstances</b>	<b>on campus</b>	<b>if College closes</b>
<b>Determine reasonable accommodations for students with disabilities</b>	Review documentation, meet with students for intake meetings, determine reasonable accommodations on a case-by-case basis, coordinate in class accommodations.	Students requesting accommodations are participating in virtual intake meetings, providing documentation electronically. In person meetings will be by appointment only, with virtual meetings available upon request. Certain types of accommodations may need to be modified.	Continue with virtual intake meetings, documentation provided electronically. Certain types of accommodations may need to be modified.  Increase communication outreach to students/ employees with disabilities.
<b>Providing reasonable accommodations</b>	Letters of Accommodation are sent to students via email, students deliver Letter of Accommodation to faculty in person or via email. Modify accommodations, as needed. Provide procedural assistance to students. Some accommodations provided individually. Serve as resource for faculty with questions about implementation of accommodations. Coordinate housing accommodations	Letters of Accommodation delivered to students electronically. Students deliver Letter of Accommodation to faculty electronically. Student meetings to modify accommodations by appointment only. Continue individual online student meetings. Accommodations to be provided in person, whenever possible. Housing	Letters of Accommodation delivered electronically. All meetings with students and faculty to be held virtually.

	with Office of Residence Life.	accommodations could increase based on need for high risk students.	
<b>Testing</b>	Run testing areas at full capacity. Proctoring services available M - F, 8:00AM - 5:00PM, with extended hours as needed. Coverage includes Testing Coordinator, 1 Grad Assistant, 1 Office Assistant, with occasional coverage by Director - Disability Services.	Run testing areas with a maximum of 5 students per space. Disinfect testing desks before & after each use. Students must provide their own pens/pencils and calculators. Hand delivered exams from faculty will not be accepted - all exams to be delivered/returned electronically. May use additional spaces for testing and extend proctoring hours as needed.	For online testing, assist faculty with extending time for exams. Provide testing accommodations such as readers/scribes virtually.
<b>Pathways</b>	Mentoring sessions twice a week built into a student's schedule. Mentoring  Studies in Culture (SS 205) course includes a Summer program that is for incoming Pathways freshman only.	Hybrid format Mentoring sessions offered through Zoom. Reduce staff to 50% and rearrange Mentor/staff work areas to maintain 6' social distancing.  SS 205 will occur in Spellman G-17 as it can properly distance the number of students enrolled. The Summer program will be occurring	Mentoring conducted virtually through Zoom meetings to uphold/foster an interpersonal relationship with students.  SS 205 conducted virtually through Zoom. Summer program conducted virtually if needed.

		August 26-27th at STAC.	
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**Hygiene/Cleaning/Disinfection**

Following public health recommendations, St. Thomas Aquinas College is taking measures to prevent any campus community spread of COVID-19, including an increased level of hygiene, cleaning, and disinfection, according to the requirements from the CDC and DOH.

The Facilities Management team, in cooperation with the College’s Cleaning Services provider ARAMARK, have adopted cleaning and disinfection protocols that comply with guidelines from the CDC for preventing the spread of SARS-CoV-2. The custodial cleaning program follows the CDC’s cleaning and disinfection guidance to clean high touch-points such as door handles, banisters, elevator buttons, public areas and restrooms. Cleaning and custodial staff have also increased the frequency of cleaning and disinfection activities across campus as an additional preventive measure.

All academic building restrooms will be cleaned by custodial staff at least twice each day. Where possible, windows will be left open to increase airflow to the outside. Appropriate cleaning and disinfection supplies will be provided for shared/frequently touched surfaces. Hand sanitizer stations and disinfectant wipe dispensers will be installed in all STAC classrooms and other areas throughout the campus. Hands-free bottle filling water fountains will remain operational. Non-hands-free water fountains will be covered to prevent use.

**COVID-19 Testing**

In an effort to provide a safe learning and working environment for students and employees, St. Thomas Aquinas College has created a plan for Viral Testing for the Fall 2020 semester.

In order to return to campus, COVID-19 Viral (Molecular) Testing will be required of all students and employees. The College has arranged to provide testing through Vault Health Inc. Vault Health uses a non-invasive, saliva-based, FDA EUA approved test for SARS-CoV-2. We will cover the cost of these tests and results will be forwarded to the STAC representative monitoring testing; all results will be kept confidential. Failure to comply will result in appropriate disciplinary actions and appropriate public health precautions.

COVID-19 Testing will occur on the following schedule: Initial testing will be completed prior to or immediately upon arrival at campus for resident students and employees. Commuter Students will complete the testing prior to their first day on campus. Once the initial testing is completed there will be ongoing random COVID-19 Testing each week. A minimum of five percent (5%) of the student and employee population will be tested each week during the fall semester. In addition, STAC will conduct symptomatic testing for resident students. Commuter students and employees will coordinate symptomatic testing with their personal medical providers.

Employees or students who have a positive test result will follow the direction of their healthcare provider and/or the appropriate health department and will not return to campus until cleared for return. Employees who test positive will coordinate return to campus with the Office of Human Resources. Students who test positive will coordinate return to campus with the Director of Health and Wellness.

## **MONITORING**

### **Tracking**

St. Thomas Aquinas College will use a variety of data sources as part of our COVID-19, including data from the Rockland County Health Department such as the local infection rate as well as the New York State Infection Rate. St. Thomas Aquinas College will compute and monitor the College Infection Rate using data compiled from our COVID-19 Testing, Campus Screening, and self reporting. Data monitoring will be overseen by the Director of Health and Wellness Services.

### **Contact Tracing**

In an effort to provide a safe learning and working environment for students and employees, St. Thomas Aquinas College has created a Contact Tracing Policy. This policy applies to both students and faculty. St. Thomas Aquinas College will work closely with the Rockland County Health Department regarding contact tracing.

Any contract tracing conducted by St. Thomas Aquinas College will be coordinated by the Director of Health and Wellness Services and/or the Office of Campus Safety. All persons conducting contact tracing for St. Thomas Aquinas College will complete the following free online training from:

- John Hopkins University COVID-19 Contact Tracing - Online

- LINK: [COVID 19 CONTACT TRACING ONLINE](https://www.coursera.org/learn/covid-19-contact-tracing?action=enroll&edocomo rp=covid-19-contact-tracing)  
(<https://www.coursera.org/learn/covid-19-contact-tracing?action=enroll&edocomo rp=covid-19-contact-tracing>)

New York State and the Rockland County Department of Health will be conducting the formal contact tracing for known cases of COVID-19 in the STAC Community. St. Thomas Aquinas College will provide a support role to the NYS and Rockland County Processes. In addition, our Contact Tracing is designed to help determine the best way to protect the STAC Community from further exposure and spread.

#### *How the Contact Tracing Program Works*

In the event of a positive test, a COVID Contact Tracer will connect the individual with the support and resources needed while in quarantine (if applicable). The Tracer will work with the individual to identify and reach out via phone and text others with whom they have been in contact while infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others.

#### **Screening Process**

In an effort to provide a safe learning and working environment for students and employees, St. Thomas Aquinas College will screen students, staff and visitors to the STAC Campus. St. Thomas Aquinas College will maximize the use of technology for remote screening prior to arrival on campus. STAC will use the Involvio STAC Engage-Safe Reopen App for remote screening.

The app will send a daily reminder to complete the screening as appropriate and ask the following questions:

- Have you had any of the following symptoms in the last 14 days? Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
- Have you traveled outside of the US or from an area with a high rate of COVID-19 infection in the last 14 days?
- In the past 14 days, have you knowingly tested positive for COVID-19?
- In the past 14 days, have you knowingly been in close contact with anyone who has tested positive for COVID-19 or has symptoms of COVID-19?
- My temperature today is Less than 98.6; Between 98.6 And 99.9; or 100.0 or greater.

The app will produce a Green Pass or a Red Pass. The Pass will appear on the user's smartphone and will be sent to the user's STAC Email.

- The Green Pass will state "You're good to go. See you on campus!"
- The Red Pass will state "Do not come to campus. Stay home or stay in your campus residence. Contact your medical provider for guidance."
- For those receiving a "Red Pass"
  - Students will coordinate their return to campus with the Director of Health and Wellness Services.
  - Employees will coordinate their return with the Director of Human Resources.

All Students and Employees will complete the remote screening process using STAC Engage for every day they are on campus:

- Resident students: Will complete prior to leaving their Family Residence for the day.
- Employees: Before they arrive on campus
- Commuter students: Before they arrive on campus
- Visitors and Contractors: will complete screening during the sign in process at STAC Campus Safety.

Posted at each entrance will be clearly visible signs with COVID-19 and Policy Information.

### **Visitor Policy**

A visitor is defined as any person coming to the St. Thomas Aquinas College Campus who is not an employee or current student. Employees of Aramark and Follet will not be considered visitors for this policy.

General office visits must be scheduled with the office they are visiting prior to arrival on campus. Visitors must report to the Campus Safety Office in Aquinas Hall to sign in. The Campus Safety Officer will complete the sign in process and notify the proper office their visitor is here:

- This includes the three key health questions.
- A visitor's pass will be issued.
- A palm card with important reminders will be issued.
- Ensure the visitor has appropriate face covering.

Visited office representatives will respond to Campus Safety Office and escort the visitor while on campus. Upon completion of the visit, the office representative will direct the visitor off campus. The office representative will then contact Campus Safety to notify them the visitor is leaving.

Unscheduled visitors will remain at Campus Safety, and the office they wish to visit will be contacted.

- If the office will see the visitor, the above process will be followed.
- If the office cannot see the visitor, the visitor will be advised to leave campus and make arrangements with the office they wish to visit.

### Contractors

- Will be coordinated by the Facilities Department.
- Must report to the Facilities Department in McNelis Commons to sign in.
- Facilities Department will complete the sign in process:
  - This includes the three key health questions.
  - A visitor's pass will be issued.
  - A palm card with important reminders will be issued.
  - Ensure the visitor has appropriate face covering.
- Contractor will check out with the Facilities Department prior to leaving campus.

## Containment

### Quarantine

The Office of Health and Wellness will evaluate, provide preliminary treatment for symptomatic students and monitor all resident students in isolation or quarantine. In an effort to provide a safe learning and working environment for students and employees, St. Thomas Aquinas College has created a Quarantine/Isolation Policy for students and employees.

Any individual who screens positive for COVID-19 exposure or symptoms must be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangement for health assessment and testing. The College will immediately notify the state and local health departments of a confirmed positive case by an individual on campus.

Resident students who are symptomatic or have been exposed to COVID-19 will be required to either isolate or quarantine depending on individual circumstances and in accordance with the STAC Quarantine and Isolation Policy. The STAC plan was developed with the guidelines established by the U.S. Centers for Disease Control and Prevention (CDC) and the New York State Department of Health (NYS DOH).

As part of the quarantine and isolation planning St. Thomas Aquinas College has set aside 19 units for this purpose.

St. Thomas Aquinas College defines quarantine and isolation as:

- Isolation separates sick people with a contagious disease from people who are not sick.
  - Isolation is used to separate people infected with the virus (those who are sick with COVID-19, as well as those who have tested positive for COVID-19, but do not have symptoms) from people who are not infected.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
  - Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others.

Based on the specific quarantine and isolation needs this can be up to 57 beds. Emergency medical care is provided locally by several hospitals. Capacity and emergency rerouting of patients is controlled by cooperative planning and their in-place surge planning. The primary hospitals would be: Montefiore Nyack Hospital, 160 Midland Avenue, Nyack NY 10962; Good Samaritan Hospital, 257 Lafayette Ave, Suffern, NY 10901; Westchester Medical Center, 100 Woods Road, Valhalla, NY 10595; and Hackensack Meridian Health Pascack Valley Medical Center, 50 Old Hook Rd, Westwood, NJ 07675. Transport to the hospitals would be coordinated through the Rockland County Emergency Medical Service, originating with a “911 Call” to the Orangetown Police Department. Orangetown Police Department Call Center is the first step in requests for EMS Response.

In addition to the COVID-19 Testing Policy described above, and in an abundance of caution all students who are from New York State Designated High Risk States, International Students, and those who have travelled within the past 14 days to a high risk state or internationally will be subject to proactive quarantine. Students will be provided the opportunity to quarantine at St. Thomas Aquinas College or they will have to document their quarantine that occurred elsewhere in New York State.

Coordination with the Rockland County Health Department and the New York State Health Department is a critical part of this plan; coordination will be done by the Director of Health and Wellness Services. All students and employees must be in compliance with applicable NYS and Local Quarantine/Isolation Guidance(s).

#### *Locations for isolation and quarantine*

- Resident Students
  - Encouraged to go home if they can do so safely
  - Residence Life Facilities
- Commuter Students
  - At their personal residence or location identified by their medical care provider
- Employees
  - At their personal residence or location identified by their medical care provider

#### *Services during quarantine or isolation*

- Resident Students
  - Will be assigned a case manager
  - Meals and mail will be delivered to student
  - Access to Student Engagement
    - Virtual student engagement activities
    - Unique events for those in quarantine/isolation
  - Academics
    - The Registrar will make notification to appropriate employees
    - Will be coordinated by the Student's Professor and the appropriate Dean
  - Access to medical care and medicine
    - Will be coordinated by the Director Health and Wellness
    - Students will have access to "STAC Campus Health" through TimelyMD
  - Access to psychosocial support
    - Will be coordinated by the Director of Counseling and Psychological Services
    - Students will have access to "STAC Campus Health" through TimelyMD
  - Access to spiritual services/support
    - Will be coordinated by the Director of Campus Ministry
- Commuter Students

- Will be assigned a case manager
- Access to Student Engagement
  - Virtual student engagement activities
  - Unique events for those in quarantine/isolation
- Academics
  - The Registrar will make notification to appropriate employees
  - Will be coordinated by the Student's Professor and the appropriate Dean
- Access to medical care and medicine
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  - Students will have access to "STAC Campus Health" through TimelyMD
- Access to psychosocial support
  - Will be coordinated by the Director of Counseling and Psychological Services
  - Students will have access to "STAC Campus Health" through TimelyMD
- Access to spiritual services/support
  - Will be coordinated by the Director of Campus Ministry
- Employees
  - All services will be coordinated by the employee and their appropriate medical provider and support team.
  - If the employee expresses an issue or concern the Director of Human Resources will follow up.

## **Shut Down**

In the event of an increased transmission rate in our region which results in the region moving backwards from Stage 4, St. Thomas Aquinas College will initiate a planned reduction of operational activity on campus known as "STAC Pause"; this will include a complete shutdown if required.

Academics will continue as described in STAC's Academic Plan for instruction, but will move to a completely remote operation.

Residence Life will coordinate the orderly shutdown of residence operations for a safe departure from campus. The College will make appropriate arrangements for housing and food for those students who can not immediately leave campus.

The College has identified and planned which personnel are essential on-campus and which can proceed with remote work and will initiate this plan.

The College's communications team will proceed with notifying all students, faculty, and staff through email, social media, and text message should there be any change in the campus' operational and academic modality. Emergency notifications will use STAC's e2campus Emergency Notification System that is currently in place.

### *Academics*

- All courses will switch to remote mode of instruction
  - This switch has already been planned for by all faculty, who have set their courses up using the learning management system, Moodlerooms. All course content has been set up in advance in Moodlerooms to allow for a seamless transition to remote learning in the event of a campus-wide shut down.
  - This switch will be communicated to all faculty and students by the Provost, coordinated with Campus Communications.
  
- All relevant academic resources will be made available remotely, including:
  - Library resources via the Library website.
  - Virtual tutoring through the Center for Academic Excellence.
  - Academic accommodations mentioned above will be offered to students while in remote learning mode.
  
- Academic advisement will continue on schedule, but remotely.
  - Academic advisors are prepared to advise their students virtually, to not only help with schedule preparation for Spring 2020, but also to help with additional issues such as career planning, course progress, and mental health concerns.
  - The Office of Academic Advisement will continue their operations remotely.
  
- Constant communication will be maintained
  - The Provost will keep in regular contact with faculty and students with relevant updates about the campus shutdown and other important reminders.
  - Faculty will keep in regular contact with their students when remote. They have been encouraged to contact students at least once a week to relay relevant course announcements, updates, and reminders about office

hours and extra help opportunities. They have also been encouraged to respond to student emails or messages within 12-24 hours.

### *Business Office*

During partial or full shutdown activities the Business Office will transfer most activities to remote operations; essential functions including payroll will be considered essential operations.

### *Campus Safety*

Campus Safety will continue to operate 24 hours/7 days a week. All campus safety operations will continue. Staffing will be adjusted based on the needs of the community during either a phased reduction of activity or a complete shut-down.

### *Campus Technology*

Laptop computers will be provided as part of the annual computer upgrade process. This will provide greater versatility and enhance remote working, instructions, and provide standardized equipment to employees. Departments with special technology needs for employees working remotely will be handled on a case by case basis. IT will utilize a VPN (Virtual Private Network) and Google Remote Desktop to allow remote access to the college's network. The telephone system, which allows for remote use through an app, will remain the same.

### *Health and Wellness Services*

The Office of Health and Wellness Services will continue to provide services in person or virtually as appropriate. The Office of Health and Wellness will be available to students who are unable to leave campus by calling 845-398-4242. A virtual visit will be arranged with a member of the Office of Health and Wellness Staff; or the student will be directed to access TimelyMD Campus Health for a tele-medicine visit.

### *Human Resources*

- On campus essential personnel have been identified
  - Campus Safety
  - Facilities
  - In addition to essential personnel the following areas have been identified “as needed basis on campus”
    - IT
    - Business Office
    - Mail Services

- STAC currently is using a 50% Work From Home Staffing Plan, upon reduction of services or the campus being closed this plan would be amended to a 100% Work From Home Staffing Plan, except designated employees.
- Additional required technology resources have been identified for employees and disseminated as appropriate

### *Communications*

Upon a full or partial shutdown of the St. Thomas Aquinas College campus, the following communications will be shared with the STAC Community. Pertinent messaging will be distributed through multiple platforms as necessary and in appropriate stages so all have access to the important information in an expeditious and formal manner. Messaging will be cleared by the COVID Task Force team, and/or Office of Campus Communications, with input from other areas as needed:

- *Website:* Specific COVID-19 related information will be found on our [Coronavirus Update](#) and [Spartan Startup](#) web pages. Shutdown information will apply to all sections, so the information we share will be updated on the website within the Student, Faculty, Employee, and Visitor areas.
- *Social Media:* St. Thomas Aquinas College uses the following social media platforms on a regular basis: Facebook, Twitter, LinkedIn, Instagram, and YouTube. These would be our main method of reaching the STAC community through social media to communicate potential shutdown-related information. As specific communications are decided and approved, the College's social media platforms will be updated in the format of a post to reflect the appropriate response.
- *Email Correspondence:* Correspondence pertaining to shut down plans and information that requires immediate attention will be shared and distributed to our entire campus community, including students, faculty, staff, and employees. Information from our Policies, and guidance from the State and Local Health Departments will be referenced when and if discussing any particular COVID-19 related situations.
- *Emergency Notification:* St. Thomas Aquinas College uses e2 Campus as its emergency notification platform. The system has the ability to send phone, text, and email messages. This system will be used during shut down operations primarily for life threatening or time sensitive emergencies.

### *Enrollment Management*

Within the Enrollment Management sector, including the Financial Aid Department, Admissions Department, and Campus Communications Office, all personnel will transition their workload to a fully remote structure. Students and families can reach these departments via phone or email correspondence as usual, and the scope of work will be continued remotely under a partial shut down, or full shutdown situation.

### *Residence Life*

If St. Thomas Aquinas College initiates a partial shut down, the Office of Residence Life will continue to maintain all services for resident students. If the College initiates a full shutdown, the Office of Residence Life will implement a phased approach of closing the residence halls with the following schedule:

- Resident students whose home residence is within a six-hour driving distance will be given a 24 to 48 hour timeframe to depart campus.
- Resident students whose home residence is more than six-hour driving distance within the US or international address will be given up to 96 hours to depart campus.
- Resident students who can't depart campus due to international travel restriction status or compromised home situation will be able to apply for an exception to remain on campus.

### *Dining Services*

There will be limited on campus residence life staff and dining services will be provided as grab and go service for any resident student remaining on campus under the exception status.